

## SECTION 4.1: SICK LEAVE

- A. An employee requesting sick leave must follow the notification policy outlined in Section 6.2.B. of this manual and submit a Time Off Request.
- B. Sick leave may be requested for the following reasons:
  - 1. Illness, injury or pregnancy-related condition of the employee, or of a member of employee's immediate family;
  - 2. Exposure of employee to a contagious disease which could be communicated to other employees;
  - 3. Death of a member of the employee's immediate family (leave not to exceed five days); or
  - 4. Medical, psychological, dental or optical examinations or treatment of employee, or of a member of employee's immediate family where employee's attendance is reasonably necessary.

For purposes of this policy, the "immediate family" of the employee includes only: spouse, mother, father, brother, sister, child, grandparent, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, step-mother, step-father, step-brother, step-sister, step-son, step-daughter, legal guardian or other person who stands in the place of a parent.

For sick leave situations involving approved FMLA claims, see section 4.0.

- C. For each completed hour in active pay status, full-time and part-time employees earn .0575 hours of sick leave. Active pay status for this purpose is defined as hours worked, vacation leave, sick leave, administrative leave, compensatory time, holidays, and earned personal days. For purposes of this policy, employees also earn sick leave for hours on mandatory furlough. Employees are credited at the end of each pay period with the appropriate amount of sick leave earned which may be used in the following pay periods. Employees may not use this newly credited amount within the same pay period it is earned.
- D. The amount of sick leave any one employee may accrue is unlimited.
- E. Employees absent on sick leave shall be paid at the same basic hourly, daily or biweekly rate as when they were working, provided they have sufficient sick leave accrued to cover the period of absence, and comply with all requirements of this section.
- F. Accrued vacation leave may be used for sick leave purposes, at the employee's

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request and with the prior approval of the employee's supervisor.

- G. Employees who suffer from a chronic illness or extended disability and who have exhausted all appropriate leave options may request an accommodation under the Americans with Disabilities Act (see Section 2.6) or a Voluntary Disability Separation (see section 4.6).
- H. If an employee seeks medical attention for any authorized use of sick leave, as set forth in Paragraph B of this policy, the employee must provide to his/her supervisor a medical practitioner's statement, indicating name of patient, date and nature of the visit.
- I. When an incident of absence exceeds seven (7) consecutive calendar days, a statement from a medical practitioner must be provided to the employee's supervisor or to the Human Resources Department if requesting leave under the FMLA, stating the nature of the illness or injury and when the employee may reasonably be expected to return to work.
- J. If an employee fails to submit the Time Off Request, or the medical practitioner's statement when required, the employee shall not be paid for the sick leave. If the Time Off Request is denied and as a result the employee has been overpaid, such overpayment shall be deducted from that employee's next pay check. A Time Off Request may be denied by the supervisor based upon any investigation which discloses facts inconsistent with proper use of sick leave.
- K. In conjunction with the Human Resources Department, the employer may require an employee to submit to medical examination to validate sick leave, as provided in Section 2.5. An Employee Authorization to Release Medical Information will be required for such examination and to justify payment of sick leave benefits.
- L. Any employee failing to comply with sick leave rules and regulations will not be entitled to sick leave pay. Application for sick leave with the intent to defraud shall result in disciplinary action and may include dismissal and/or the forfeiture of salary or wages paid.
- M. Employees who transfer between County departments or agencies, or from another public agency (as defined in ORC124.38), or who are reappointed or reinstated, will be credited with the unused balance of accumulated sick leave, provided the time between separation and reappointment does not exceed ten (10) years and the unused balance has not been eliminated by a prior conversion of sick leave at retirement or other termination. This ten-year period shall be tolled for any period during which the employee holds elective public office, whether by election or by appointment. (Under ORC 124.38, the definition of public agency, with certain exceptions, includes the state of Ohio, counties, municipalities, civil service townships, any state college or university, and any

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boards of education for which sick leave is not provided by ORC 3319.141.)

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